

MINUTES

From the June 24, 2024
Regular Board Meeting

I. Start of Meeting

II. Roll Call

III. Board Members Present: Board Members Absent: Library Staff Present:

Board Members Present: Ken Baker, Michele Behr, Jeanne Friedman, Cara Terry, Tom Vance, Donna VanderVries (6:10 PM), and Linda Whitlock

Library Staff Present: Library Director Christy Klien, Rolfe Behrje, Ben Chee, Quyen Edwards, Rob Foti, Lawrence Kapture, Abby Pylar, Steve Rossio, Colin Whitehurst, and Laura Wright

Guests Present: Savannah Rucker, PDL Reciprocal Patron
Nathan Baldermann, Auditor at Rehmann Robson

IV. Comments or Requests from the Public, Board Members, or Library Staff

Library Board Chair Tom Vance welcomed everyone to the June 24, 2024 Library Board Meeting. He asked if anyone present had any comment.

A. Comment from Savannah Rucker - 4972 Yellow Pine Ln, Kalamazoo -

Ms. Rucker attended the June Library Board Meeting to express her feelings about a title that she had recently filed a Request for Reconsideration. Upon review of the title by library staff, it was agreed that the title should be shelved in the Adult Area. The Board thanked Ms. Rucker for her feedback.

B. Comment from Trustee Cara Terry -

Trustee Terry said that the library grounds and native plantings are looking great with the help of library staff member Quyen Edwards, Master Gardeners, and other volunteers.

V. Adoption of the Agenda for the Regular Meeting of June 24, 2024

Library Board Chair Vance asked if there were any changes to the agenda before its adoption and there were none. Vance asked for a motion to adopt the agenda.

MOTION: It was moved by Trustee Baker and supported by Trustee Terry that the Library Board adopt the agenda for the regular meeting of June 24, 2024. Vote 6-Yes, 0-No, 1-Absent (VanderVries). Motion carried.

VI. Audit Presentation

A. Presentation of Audit Report for FY 2023 by Rehmann Robson

Auditor Nathan Balderman attended the meeting virtually to give his audit presentation. The Audit was issued today with a clean opinion for trustees to review. New this year, library staff had to look at subscription based technology arrangements (aka software leases) making sure all agreements qualify under the GASB (Governmental Accounting Standards Board) standard. This included approximately 40 contract reviews. Baldermann thanked Business Manager Foti for all his efforts in helping the audit process run smoothly. Baldermann said he had no additional comments or process changes for consideration this year

The Library Board thanked Baldermann for his report and his time and thanked Business Manager Foti for handling the library's finances well.

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I. New Staff Introduction - Benjamin Chee, Facilities Manager

Ben Chee is the library's new Facilities Manager. He has experience as a Facilities Manager at other area non-profits and also worked for Allied Mechanical. He said been at the library for four weeks and has been settling in well.

VII. Consent Agenda

Library Board Chair Vance asked if there were any changes needed to the consent agenda for the June 24, 2024 board meeting before its adoption and none were requested.

- A. Minutes of the regular meeting held on May 20, 2024
- B. June 2024 Narrative
- C. Spotlight on Outreach
- D. Financial Condition for May 2024
- E. Statistical Report for May 2024
- F. July 2024 Program Calendar
- G. MLA Advocacy for June 2024
- H. Updated Staff Organizational Chart

MOTION: It was moved by Trustee Friedman and supported by Trustee VanderVries that the Library Board approve the consent agenda for the regular meeting of June 24, 2024. Vote 7-Yes, 0-No, 0-Absent. Motion carried.

VIII. Governance

A. Initial Discussion About Plans for 2024 Library Board Retreat

Library Board Chair Vance led a discussion about this year's Library Board Retreat. Possibilities for activities included a field trip to another library, hosting a guest speaker, and in-house inservice to learn about unique PDL services. Trustees discussed the possibility of reviewing a United for Libraries online webinar or having a library legal professional speak to the group. In the end, trustees were most interested in spending more time learning about PDL's unique services. Library Board Secretary Edwards said she would put together a list of topics as options to lead their next discussion in July.

B. Heritage Room Policy Update

Library Director Klien said that the content of the Heritage Room Policy was the same, but the formatting had been adjusted with headings to make topics easier to find. The changes were recommended by Local Historian Steve Rossio.

MOTION: It was moved by Trustee Friedman and supported by Trustee VanderVries that the Library Board approve the Heritage Room Policy as presented. Vote 7-Yes, 0-No, 0-Absent. Motion carried.

C. Creation Station & Makerspace Usage Policy Update and Price Adjustment

Library Director Klien said that after reviewing increased prices on certain materials and the changes that came with adding two part time Makerspace Assistants, STEAM Librarian Jane

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Fleming has recommended adjustments to the Creation Station & Makerspace Policy. The Board expressed their thanks to STEAM Librarian Jane Fleming for the great projects happening in the Creation Station & Makerspace and for keeping track of changes in pricing and adding more services for patrons. Klien also presented a waiver reviewed by the library's attorney Anne Seurynk. This waiver needs to be signed one time by patrons using equipment in the Makerspace.

MOTION: It was moved by Trustee Friedman and supported by Trustee VanderVries that the Library Board approve the Creation Station & Makerspace use policy as presented. Vote 7-Yes, 0-No, 0-Absent. Motion carried.

II. Ends Development

A. Presentation of the Preliminary FY 2025 Budget for the Portage District Library Library Director Klien asked Business Manager Rob Foti to do an overview of the FY2025 Budget. Foti said this is a preliminary budget and reflects what staff have requested through meetings with all the library department heads. At next month's meeting, after reflection, the Board can make any additional requests for changes. After July, the Proposed FY 2025 Budget will be available for public viewing. At the August 2024 meeting, the FY 2025 Budget is approved at a Public Hearing for official purposes.

Foti said that what is being presented is a balanced budget. This document reflects what we are requesting for FY 2025. FY2026 is an estimate of where we think things are going as we plan ahead. We have seen very strong tax revenue increases this year of approximately 7.3%. In total, the library's revenue is up almost \$359,000. This budget also reflects an adjustment to increase our General Reserve to a level equal to 13% of this years revenue. Foti said the library has experienced a minor setback with Headlee. It is down again from 1.9945 mills to 1.9922, which is an approximate loss of \$25,000. Foti said he wouldn't recommend that the Library Board try to get the millage renewed to the full 2 mills at this time.

Foti then began a breakout explanation of library expenses for 2025 beginning with Salaries and Wages. This line has seen a 9.5% increase. This budget also reflects that salary levels changing over the next few years as we implement some of the suggestions from the consultant who analyzed our staff pay ranges. The Library has been informed by Rose Street Advisors that health insurance premiums could see an increase in premiums of 12-15% .

Staff have been analyzing their collections and making recommendations for the future. Digital collections (eBooks and eAudiobooks) continue to increase, while some physical AV material are on a downswing including reduced talking books and Hot Picks CD collections.

Foti said that the preliminary budget includes funding to outsource some Human Resource related projects as a pilot program.

In the Non-Capital Equipment lines, some funds are being sat aside for an adult changing table, as well as additional requested youth and adult furniture. There is also funding set aside for new equipment in the Creation Station, specifically for new computers and a large format scanner.

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Foti reported on Capital Improvement Projects where that debt payments for the Library Bond is reflected. Included in the Library Technology Projects for the upcoming year include additional discussions about security cameras and a library generator.

Business Manager Foti opened the floor to questions. Trustees wondered about any damage to the library building or grounds following the May 7th tornado or other spring storms. Foti said that the condenser on roof shifted, some large trees came down, but did not damage any cars, and there is flashing on the atrium roof that needs repair.

The Board expressed their thanks to Business Manager Foti and staff for their work on the FY2025 Budget.

IX. Library Director's Reports

A. Final remarks by Library Director for the June 24, 2024 Library Board Meeting.

Library Director Klien said we hosted a meeting between FEMA and representatives from the City of Portage and other affected areas today.

Kalamazoo Community Foundation is hosting an event at the library on Thursday, June 27 at 2PM. PDL's annual Staff Development Day has been scheduled for Friday September 13, 2024. The library will close to the public on that day for training and department meetings.

During week of the 4th of July, the library will host its annual Lego City display. This is a great linkage activity for Board Members. Please see Head of Youth Services Laura Wright to sign up to volunteer monitoring the display and interact with the community.

X. Process Evaluation

A. Suggestions for Agenda Items to be included on the July 22, 2024 Board Meeting

1. Minutes of the Regular Meeting held on June 24, 2024
2. Review of Internet Policy
3. Final Review and Approval of Proposed Fiscal Year 2025 Budget and Millage Rate for public inspection prior to Public Hearing at the August 26, 2024 board meeting
4. 2nd Quarter Report for FY 2024
5. Presentation of the Library's 3-Year Technology Plan (FY 2025-2027)
6. Monitoring Report on Executive Limitation for Minutes/Records Retention

B. Miscellaneous -

Trustee Whitlock said she had a great experience with Sean, one of the new Makerspace Assistants. He was really helpful!

Library Board Chair Vance recognized the 63 outreach events that served 6,000 people. He also recognized that Steve Rossio helped the City document the tornado impact for historical purposes.

Trustees and staff congratulated Trustee Jeanne Friedman on her retirement from Portage Public Schools!

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XI. Adjournment

Library Board Chair Vance said if there was no further business to be considered, that he would adjourn the regular board meeting of June 24, 2024.

DISPOSITION: The regular board meeting of June 24, 2024 was adjourned at 7:15 PM.

Recorded and Transcribed by,



Quyên Edwards

Library Board Secretary